



## California Courts Protective Order Registry (CCPOR) Go-Live Readiness Checklist

Superior Court of California, County of \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Thank you for your commitment to participate in the California Courts Protective Order Registry (CCPOR) project. The purpose of the Go-Live Readiness Checklist is to ensure that court, Sheriff's Office and LEA assess and validate readiness before going live with CCPOR. This document contains three sections: 1- Technical and Configuration Readiness, 2-Staff Readiness, and 3-Support Readiness.

### Section 1: Technical and Configuration Readiness

Area	Description	Expected Results	Yes, No or Not Applicable (N/A)
CCPOR Production URL	Tested and working	Able to see CCPOR login screen	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Court profile setup	Setup confirmed	1. CCPOR login verified 2. Correct county code displayed within CCPOR main screen	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Scanner / Software	Scanner and software setup and tested for scanning at each location	1. Scanner installed 2. Scanned a test order & saved image to drive	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### Section 2: Staff Readiness

Area	Description	Confirmation Required	Yes, No or Not Applicable (N/A)
Court acceptance testing (CAT)	Conducted CAT with successful test results	County has conducted CAT & results validate that CCPOR application meets functional requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Court, SO and LEA staff	Staff trained and ready to use CCPOR.	County staffs have been trained to use the CCPOR application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
CLETS certified	CCPOR users viewing messages back from DOJ/CARPOS are CLET certified	CCPOR users are certified to view data from DOJ/CARPOS via CLETS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### Section 3: Support Readiness

Area	Description	Confirmation Required	Yes, No or Not Applicable (N/A)
Court, sheriff, LEA authorized users	County authorized users identified and setup with CCTC Helpdesk	The list of authorized users has been provided by CCTC Helpdesk	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
CCTC Helpdesk	County has access to CCTC Helpdesk information	Staff have received CCTC Helpdesk contact; via Application User Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Training Material	County has access to CCPOR Application User Guide	Staff have received information on online CCPOR Application User Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A